



# Invoice File Upload Guidelines

U.S. Department of Justice  
Office of Justice Programs  
Bulletproof Vest Partnership

For agencies under audit, the Bureau of Justice Assistance (BJA) expects the payment request to have at least one invoice file uploaded per receipt. Each invoice file should reflect the distributors invoice for vests purchased by the agency. Invoices should detail the cost that was incurred when a National Institute of Justice (NIJ) compliant armored vest was purchased, including allowable items or accessories. Additionally, the word "Invoice" is usually visible somewhere on the document to bring it to the attention of the purchasing agency. Invoices should **not** be a print-out from the Bulletproof Vest Partnership (BVP) Program web site, a price quote, or a purchase order. The uploaded invoice file must conform to the format described in the sections below.

## Checklist for uploading an invoice file:

1. "Ideally" an invoice file will include the following items:
  - The word "Invoice"
  - *Vendor Name* – who sold the vest to the BVP Program participant
  - *The name of the BVP Program participant* – agency name, police department, sheriff's office, department of corrections, etc.
  - *Dates* – the date the order was placed, a delivery date, or a date the invoice was printed
  - *NIJ Model ID Number*
  - *Description*
  - *Manufacturer's Name*
  - *Officer's First and Last Name* – who the vest will be assigned to
  - *Serial Numbers for the armored vest panels* – Each panel has its own unique serial number.
  - *Unit Price* – the cost of the vest being sold
  - *Quantity*
  - *Tax, Shipping and Handling Charges* – See below for more information.
  - *Invoice Total* – See below for more information.

Some of items listed above may not be included on the invoice and may be hand-written on the invoice before uploading. Some invoices may appear as a simple sales receipt. Both of these are acceptable. You should upload what you have.

## 2. Invoices and Tax, Shipping and Handling Charges

Invoices may include items that are not related to an armored vest and are therefore not eligible for any reimbursement. Make sure you exclude the tax, shipping and handling charges for non-eligible items. The invoice totals entered into BVP should reflect only those related to eligible purchased vests.

## 3. Uploading an Invoice File:

If your agency is under audit, the system displays two Error Messages at the top of the Payment Request Submit page (Figure 1) after you select **Submit** for a payment request. You must upload valid invoices and link them to the appropriate receipts before you can continue with the submission.

- a. To begin uploading the invoice file(s), select the **View** link in the Action column for the payment request.

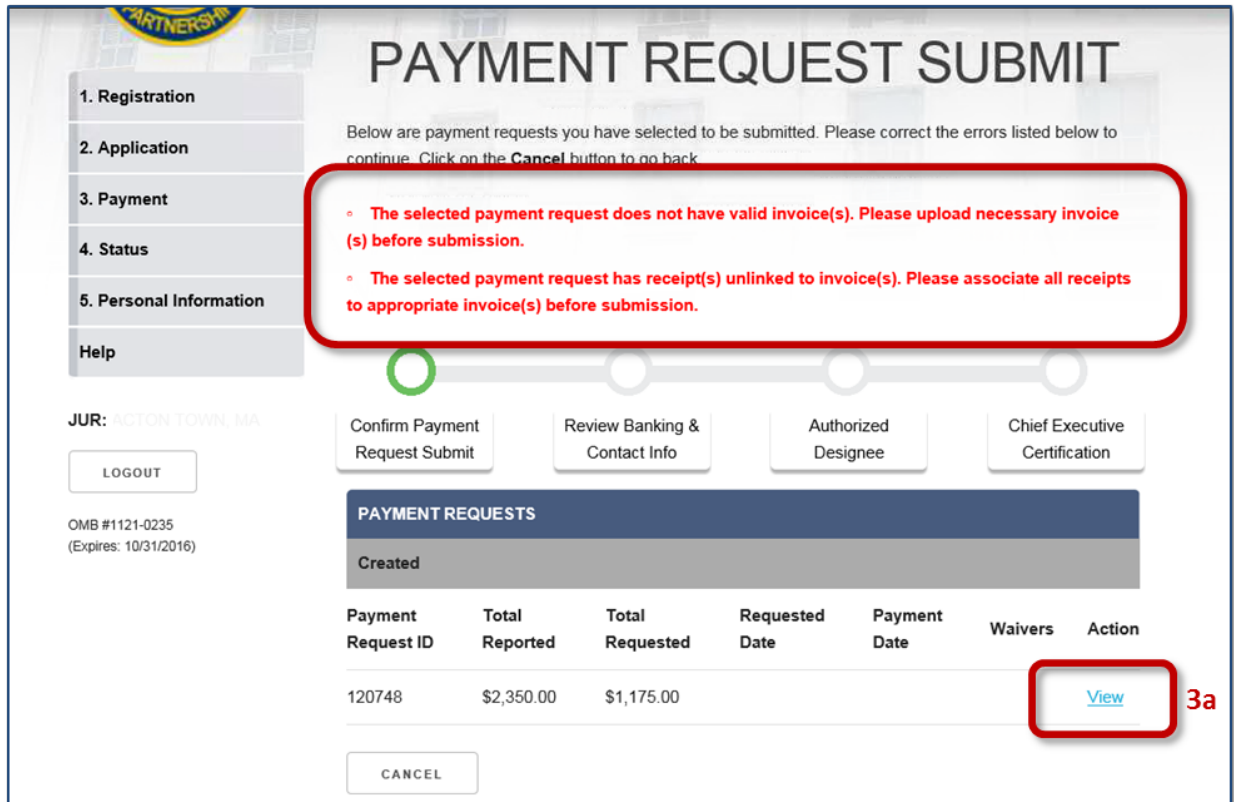


Figure 1 Payment Request Submit page showing invoice error messages and View link

- b. Select the **View Invoice Information** link (Figure 2) in the Payment Request Summary section of the Receipt Drawdown page.

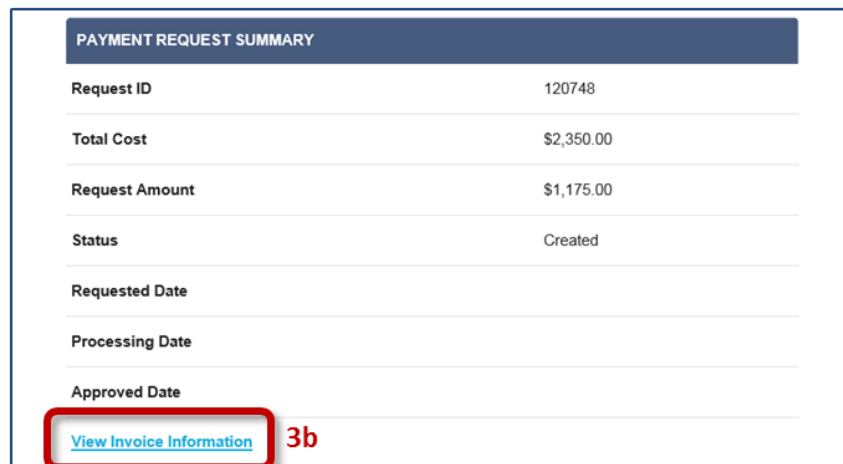


Figure 2 View Invoice Information link on the Receipt Drawdown page

- c. On the Manage Invoices page, select the **Upload** button (Figure 3).

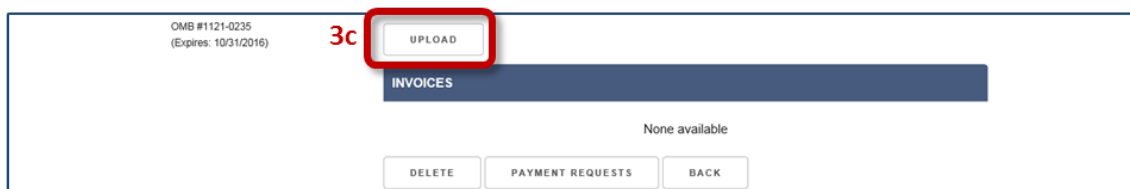


Figure 3 Manage Invoices page with Upload button

- d. On the File Upload page, select **Browse...**, locate and select the invoice file, and then select the **Upload** button (Figure 4).

**NOTE:** The BVP system allows you to upload files in PDF, GIF, or JPEG format. Uploaded invoice files are listed in a table at the bottom of the page.

- e. Upload additional files, as needed. When finished, select the **Done** button.

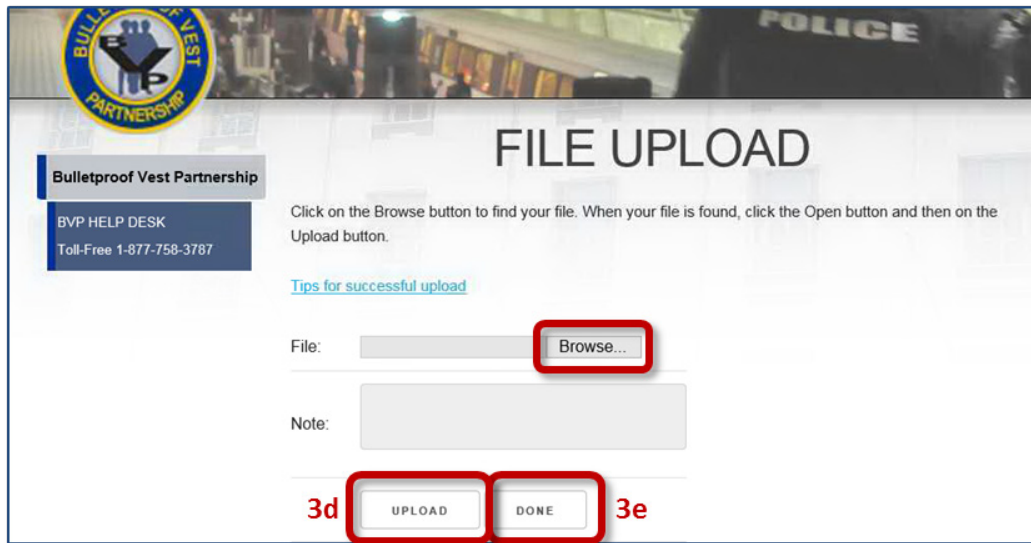


Figure 4 File Upload page

The system displays the Manage Invoices page with the newly uploaded invoice file(s) listed (see Figure 5). To view an uploaded file, select the attachment name.

4. Linking Receipts to an Invoice File:

After uploading the invoice file(s), you must link it to the appropriate receipt. Note that each receipt in the payment request must be linked to an uploaded invoice file before you can submit the payment request.

- a. To begin linking an invoice file to receipts, select the **Edit** link in the Linked Receipts column for the uploaded invoice (Figure 5).

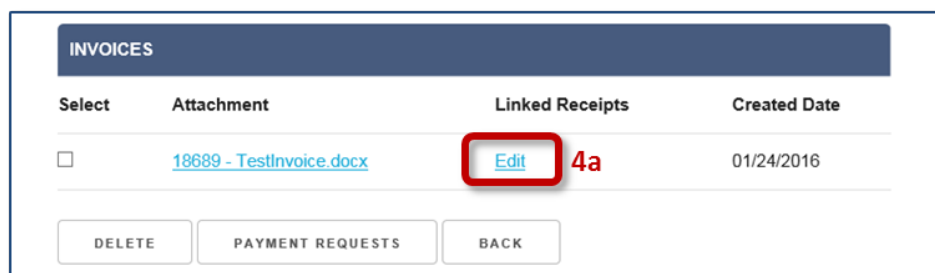


Figure 5 Manage Invoices page with uploaded invoice file

The system displays the Invoices Receipts page with all available receipts listed in the “Unlinked Receipts” section.

- b. Select the checkbox for the receipt you wish to link. Then select the **Update** button (Figure 6).

**NOTE:** The receipt must directly match the uploaded invoice file information.

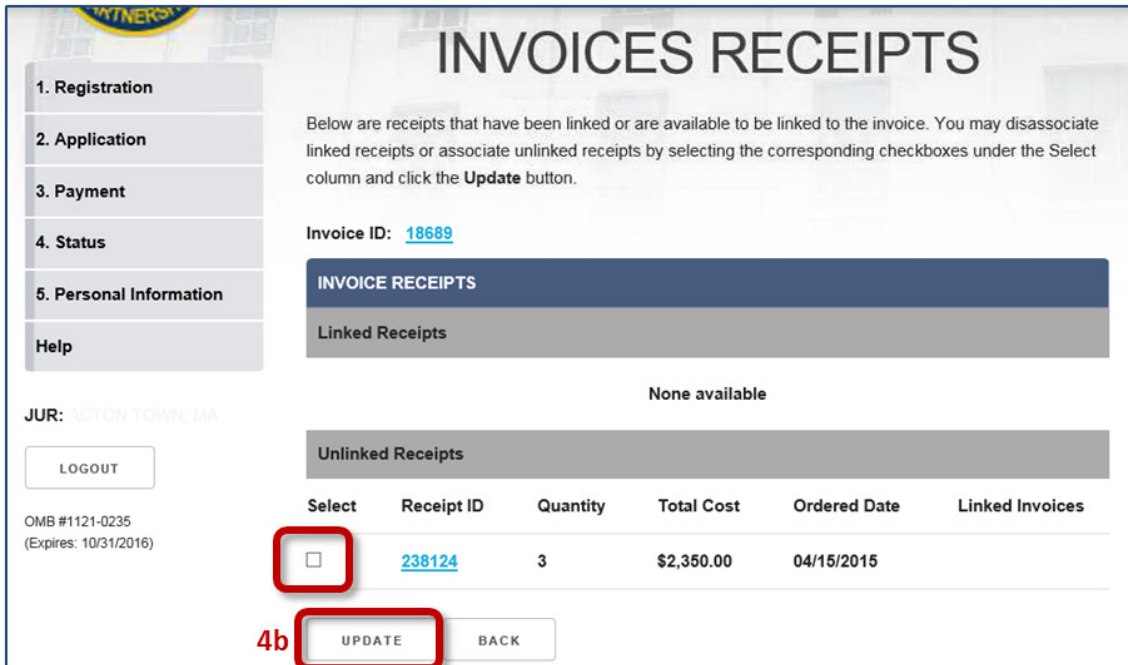


Figure 6 Invoices Receipts page with unlinked receipts

The receipt moves to the section of the table labeled “Linked Receipts” under the Invoice ID header, as shown in Figure 7.

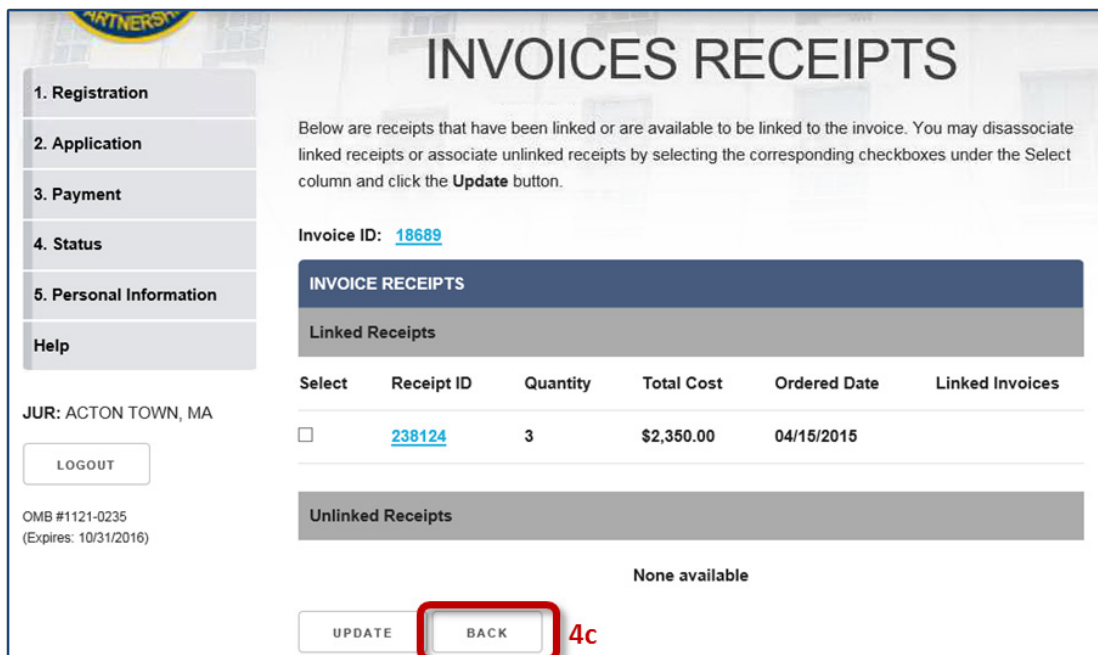


Figure 7 Invoices Receipts page with linked receipts

- c. Continue linking receipts to invoices as needed. When finished, select the **Back** button to return to the Manage Invoices page.
- d. On the Manage Invoices page, select the **Payment Requests** button to return to the Payment Request page to re-initiate the submission process.